

Establishment or occupation of a temporary home

Information Sheet

WHAT IS A TEMPORARY HOME?

Council's Local Laws create provision for a person to apply for an approval to occupy a temporary home, while they are constructing a dwelling (Class 1a Building). The establishment or occupation of a temporary home is defined as the erection, construction, installation, positioning or placement of a structure used or intended for temporary use as a place of residence.

Temporary home applications are assessed in accordance with Schedule 8 'Establishment or occupation of a temporary home' of the North Burnett Regional Council Subordinate Local Law No. 1 (Administration) 2011.



(House: Class 1a under construction)

LODGING AN APPLICATION

When applying for a Temporary Home Permit, you will need to:

1. Complete a 'Establishment or occupation of a temporary home' application form; and
2. Ensure all supporting documentation and materials requested on the approved application form are attached and submitted with the application form; and
3. Pay the applicable application fee in accordance with Council's current fees and charges schedule (<https://northburnett.qld.gov.au/fees-and-charges/>).

CRITERIA FOR GRANTING APPROVAL

The following criteria is considered when assessing a temporary home application:

1. The temporary home is not intended to be used as a permanent or indefinite place of habitation; and
2. There is a current development approval to erect a dwelling on the relevant land which dwelling (or part of which dwelling) will be used as a permanent or indefinite of habitation; and
 - i. The temporary home has in the opinion of an authorized person a sufficient source of water supply and sufficient means of disposal of effluent and refuse to ensure that minimum standards of health and hygiene for safe human habitation can be established and maintained.
 - ii. That reasonable ground exist to justify the need to establish and occupy a temporary home, including special consideration where a natural disaster or emergency situation has the existing dwelling house unsuitable for habitation.

TERM OF APPROVAL

If your temporary home application meets Council's Local Law requirements, Council may grant an approval for a maximum period of up to 12 months.

RELATED WEBSITES

- North Burnett Regional Council's Local Laws <https://northburnett.qld.gov.au/local-laws/>
- Building Act 1975 / Building Regulation 2006 www.legislation.qld.gov.au
- Queensland Building and Construction Commission (QBCC) <https://www.qbcc.qld.gov.au/>

CONTACT US

For more information please contact Council's Compliance Team via:

☎ Phone 1300 696 272 (1300 MY NBRC); or

✉ Email admin@northburnett.qld.gov.au.

Establishment or occupation of a temporary home

Planning and Environment



Please contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable.

Information Privacy Act 2009 collection notice – Council is collecting this information in order to process your application. This information will not be disclosed to any third party without your written or verbal authorisation unless required by law.

APPLICANT DETAILS

Surname		Given names	
Postal address		State	Postcode
Physical address			
Contact number	Email address		

LANDOWNER/S DETAILS – *if different from 'Applicant'*

Surname		Given names	
Postal address		State	Postcode
Physical address			
Contact number	Email address		

PROPERTY DETAILS – *location where proposed temporary home is to be erected*

Property address
Lot and plan

DEVELOPMENT APPROVAL

Street address:
Certifiers name / company
Building / plumbing approval reference number
Date of issue
Anticipated time until building is suitable for occupation?

NUMBER OF OCCUPANTS TO OCCUPY THE TEMPORARY HOME

Adults	Children
--------	----------

DOCUMENTS REQUIRED TO BE LODGED WITH THIS APPLICATION

	Document attached?
A drawing showing the design and dimensions of the proposed temporary home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A site plan showing the location of the proposed temporary home and detailing the immediate area of the proposed temporary home and proposed permanent residence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The proposed means of disposal of wastewater and sewerage from the proposed temporary home (for example, by way of septic or sillage trenches or chemical toilets).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details on where potable and non-potable water will be sourced / supplied from and how it will be stored at the proposed temporary home site.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details, including floor plan, of the provision for basic amenities required for living and building on the site, such as kitchen facilities, bathing facilities, laundry, toilet, sleeping accommodation, storage and an impervious floor for these facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of current building and plumbing approvals for the construction of the permanent Class 1a dwelling and evidence of financial capacity and ability to construct the dwelling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the applicant is not the owner of the land on which the temporary home is located, written and signed consent from the landowner/s.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an owner builder provide owner builder details (formal proof such as Queensland Building Construction Commission (QBCC) Registration Details).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide the names of each person who intends to occupy the temporary home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos of the proposed temporary home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Progress chart or similar to indicate expected significant milestones during the process of construction of each of the temporary home and the permanent residence to enable Council to determine an appropriate term for an approval period for this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>In the case of a site caretaker</i> , details of a current building approval for the construction of the permanent class 1a dwelling and evidence of financial capacity and ability to construct the permanent class 1a dwelling and demonstration of the need for a site caretaker.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Failure to provide the required information may delay the processing of your application.

FEE SCHEDULE

New application <input type="checkbox"/>	Please see current Fees & Charges Schedule for relevant fees
Renewal application <input type="checkbox"/>	

DECLARATION

I, _____ declare that the information provided above is true and correct.

Signed

Dated

LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, PO Box 390, Gayndah, Qld 4625

EMAIL admin@northburnett.qld.gov.au

IN PERSON Visit our customer administration offices 8.30am – 4.30pm (closed 11.30am – 12.30pm)

Schedule 8 Establishment or occupation of a temporary home

section 11

1. Prescribed activity

Establishment or occupation of a temporary home.

2. Activities that do not require approval under the authorising local laws

Not Applicable

3. Documents and materials that must accompany applications for approval

The following documents and materials must accompany an application for approval—

- (1) a drawing showing the design and dimensions of the proposed temporary home; and
- (2) details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home; and
- (3) details of the location of the temporary home; and
- (4) if the applicant is not the owner of the land on which the temporary home is (or is to be) located—the written consent of the owner; and
- (5) details of the names of the persons who are to occupy the temporary home; and
- (6) details or plans, where relevant, for—
 - (a) wastewater;
 - (b) sewerage;
 - (c) water supply;
 - (d) painting;
 - (e) engineering;
 - (f) structural approval.
- (7) any other supporting documentation and materials requested on the approved application form.

4. Additional criteria for the granting of approval

The following criteria are criteria that must be considered for the granting of approval –

- (1) that –
 - (a) the temporary home is not intended to be used as a permanent or indefinite place of habitation; and,

- (b) there is a current development approval to erect a dwelling on the relevant land which dwelling (or part of which dwelling) will be used as a permanent or indefinite of habitation; and
 - i. The temporary home has in the opinion of an authorized person a sufficient source of water supply and sufficient means of disposal of effluent and refuse to ensure that minimum standards of health and hygiene for safe human habitation can be established and maintained.
 - ii. That reasonable ground exist to justify the need to establish and occupy a temporary home, including special consideration where a natural disaster or emergency situation has the existing dwelling house unsuitable for habitation.

5. Conditions that must be imposed on approvals

The following conditions are conditions that must be imposed on approvals—

1) The approval must state—

- (a) the date by which substantial progress must be made towards the completion of the dwelling to be constructed on the land ; and
- (b) the date by which the temporary home must be dismantled and removed; and
- (c) the construction materials and methods of construction of the temporary home or any part thereof; and
- (d) the dimensions of the temporary home or any part thereof; and
- (e) painting and other external treatment of the temporary home or any part thereof, either at the stage of construction or at any later time; and
- (f) ablution, toilet and laundry facilities which must be provided as part of the temporary home; and
- (g) the method by which water is to be supplied to the temporary home; and
- (h) the method by which waste water and refuse are to be disposed of from the temporary home.
- (i) a sign indicating premises is a temporary occupation, authorized by North Burnett Regional Council, should be erected at the main road entry to the property. Please contact the North Burnett Regional Council for sign requirements. A sign (450mm x 600mm) shall include expiry date and be erected at the main road entry to the property.

6. Conditions that will ordinarily be imposed on approvals

Not applicable.

7. Term of approval

An approval commences on the date of issue and terminates on:

- (a) the date specified in the approval, being a date determined by the local government but being not more than 12 months after the date of issue; or
- (b) the date on which a dwelling on the relevant land is substantially completed, whichever is sooner.

8. Term of renewal of approval

The term of any renewal is the same term as the original approval subject to compliance with all conditions stated on the approval.